Teacher Student Course (TCS) Data Quality Training Series

Roster Verification Process
For Teachers

January, 2012 (REVISED MAY 2012)

Rhode Island Department of Elementary and Secondary Education

Section I:
Overview of Roster Verification

What is <u>Roster Verification</u>?

• Roster verification is the process by which educators verify that the Teacher Course Student (TCS) data pertaining to them is accurate.

• For this school year (January – June 2012), all LEAs will be required to use a Roster Verification Tool provided through its eRIDE system.

• The Roster Verification Tool will draw from TCS data it is collecting from all LEAs via their Student Information Systems (SIS) on a daily basis.

• Your Student Information System is the data system which captures enrollment, attendance, classroom scheduling and grades data. Examples include: Aspen, Power School, MMS, SchoolMax and Infinite Campus.

   • Teachers who are considered to be Contributing Educators to a student's ELA and/or Math learning will be required to review and verify student rosters.

   • Principals will be responsible for reviewing, investigating issues, and providing a final sign-off on the TCS rosters for all contributing educators in the building.
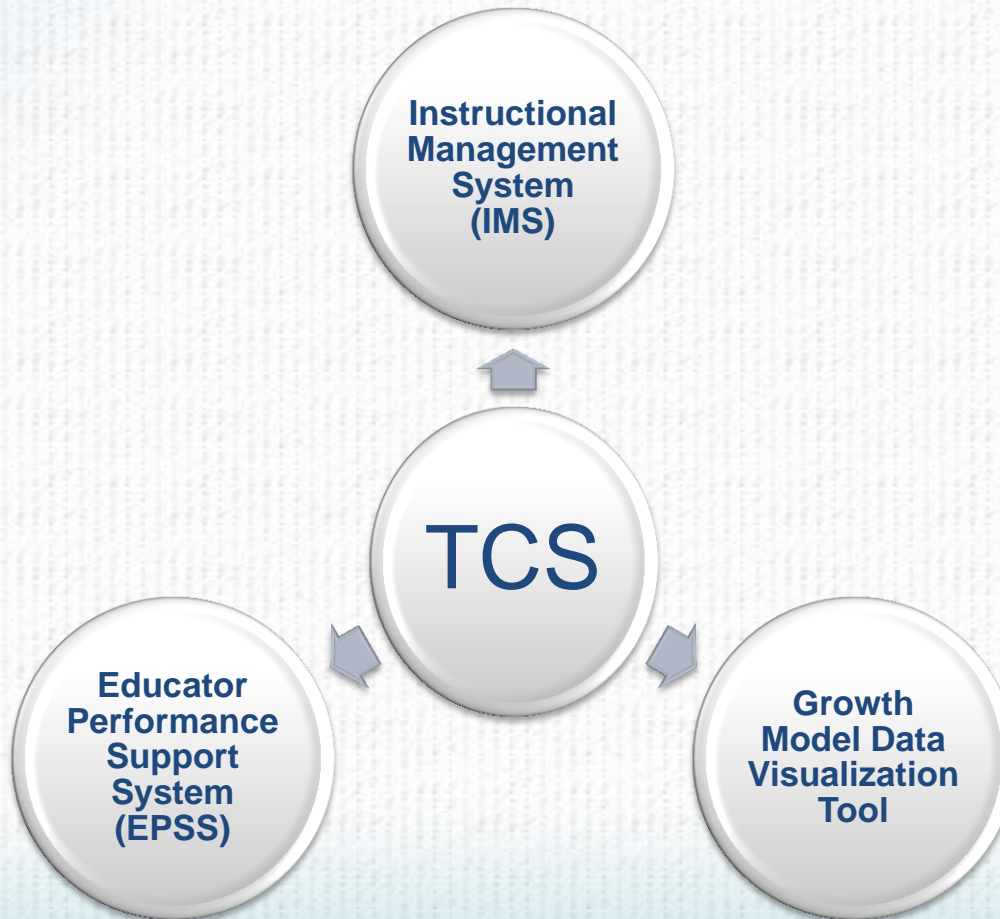
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What is the <u>Teacher Course Student</u> connection?

- The Teacher Course Student connection, or "***TCS***", comprises the data that reports the linkage between students, the courses and sections to which they are assigned, and the teachers who provide instruction to these students.

- TCS data is collected through your school's Student Information System (or SIS)

Why is TCS data important?

TCS data will connect teachers to their students accurately in statewide Data Systems for educators to begin using in SY 2012/13.

Instructional Management System (IMS)

TCS

Educator Performance Support System (EPSS)

Growth Model Data Visualization Tool

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What is a <u>Contributing Educator</u>?

– A Contributing Educator (CE) is the teacher who has an assignment that is expected to contribute to the literacy or mathematics development of students.

– Many teachers may be identified as contributing educators for a class or course.

What is a <u>Teacher of Record</u> ?

– The Teacher of Record (ToR) is the teacher responsible for content instruction and determining student grades.

– Typically the teacher of record is the designated educator identified as "highly qualified" for federal reporting purposes.

– Typically one teacher is identified as a teacher of record for a class or course, although in some cases where a course is co-taught the district may define both teachers as the teacher of record.

How will TCS Data Impact Teacher Evaluations?

Beginning in SY 2013/14, TCS data will establish which students' growth will inform a portion of which teacher's performance evaluation.

Each school district decides on its own policy for which teachers are contributing educators to the ELA and Math learning for which students.
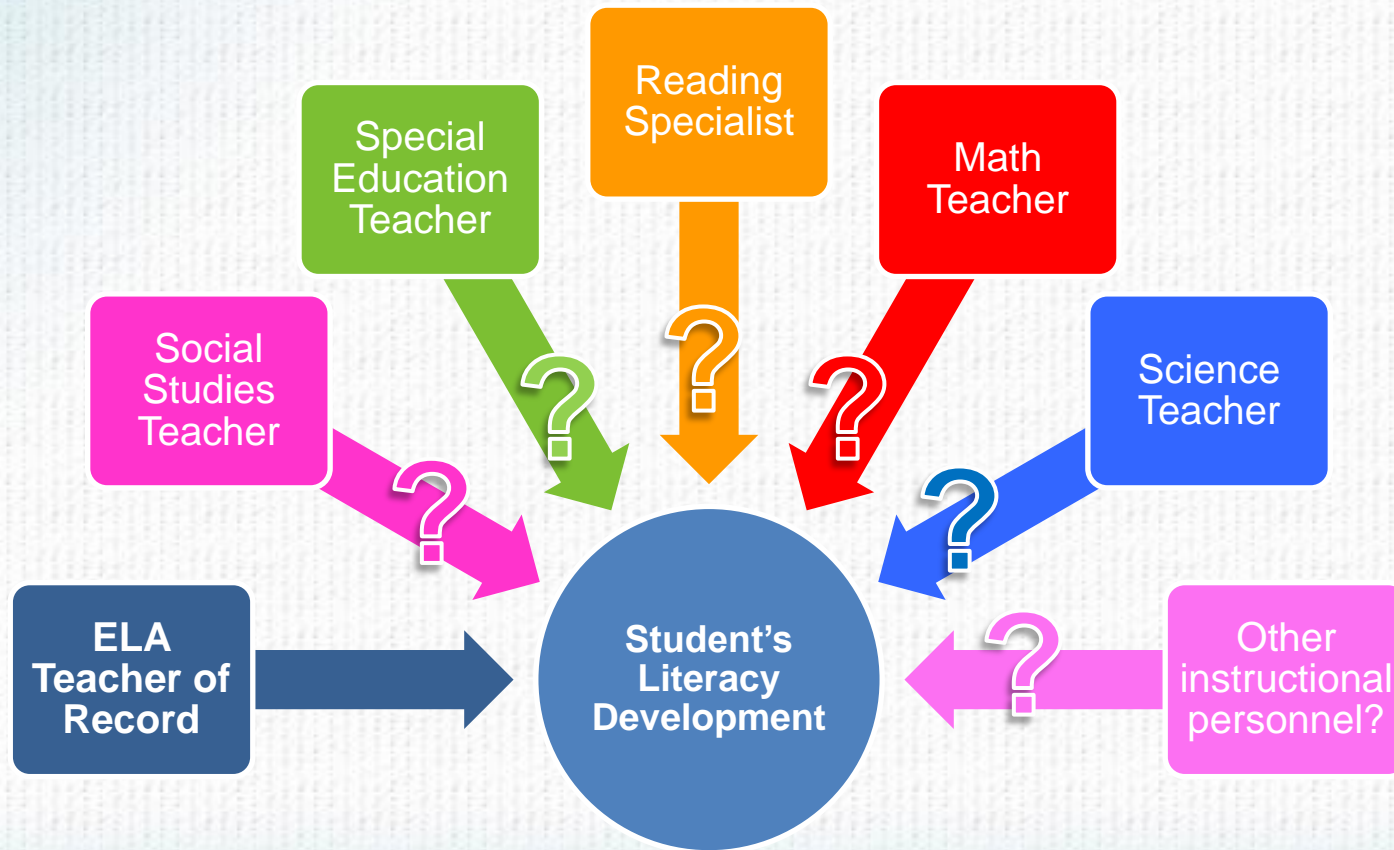
Why is the role of the Teacher and Principal such an important part of the Roster Verification Process?

- Data Clerks and Data Managers are responsible for TCS data entry and maintenance of the SIS system

- However, Teachers and Principals are the primary users of the TCS data, as they will be the ones using TCS data on a daily basis

- Ultimately it is only the Teachers and Principals, who can confirm that the data accurately reflect the appropriate *instructional connections* between teachers and classes and students

- *Teachers and Principals will be held accountable for ensuring that these data are accurate and that educators have access to necessary information to improve instruction for their students.*

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Section I Review

- Roster Verification
- Teacher Course Student (TCS) connection
- Contributing Educator
- Teacher of Record
- Importance of Teacher and Principal roles in verifying TCS data

Section II:
Getting Started with the eRIDE Roster Verification Tool

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# Getting Started: How to Log in to the RIDE Roster Verification System

1. **Open a web browser (e.g. Internet Explorer, Mozilla Firefox, Google Chrome, Safari)**

2. **Point your browser to the following website: www.eride.ri.gov/RosterVerification**

3. **Enter your Teacher Certification ID, password, and click the Log-In button**

For ID and password help, go to https://www.ricert.ri.gov/RIDE/pwdHelp.do or email rosterverification@ride.ri.gov with your name and the last 4 digits of your SS number.
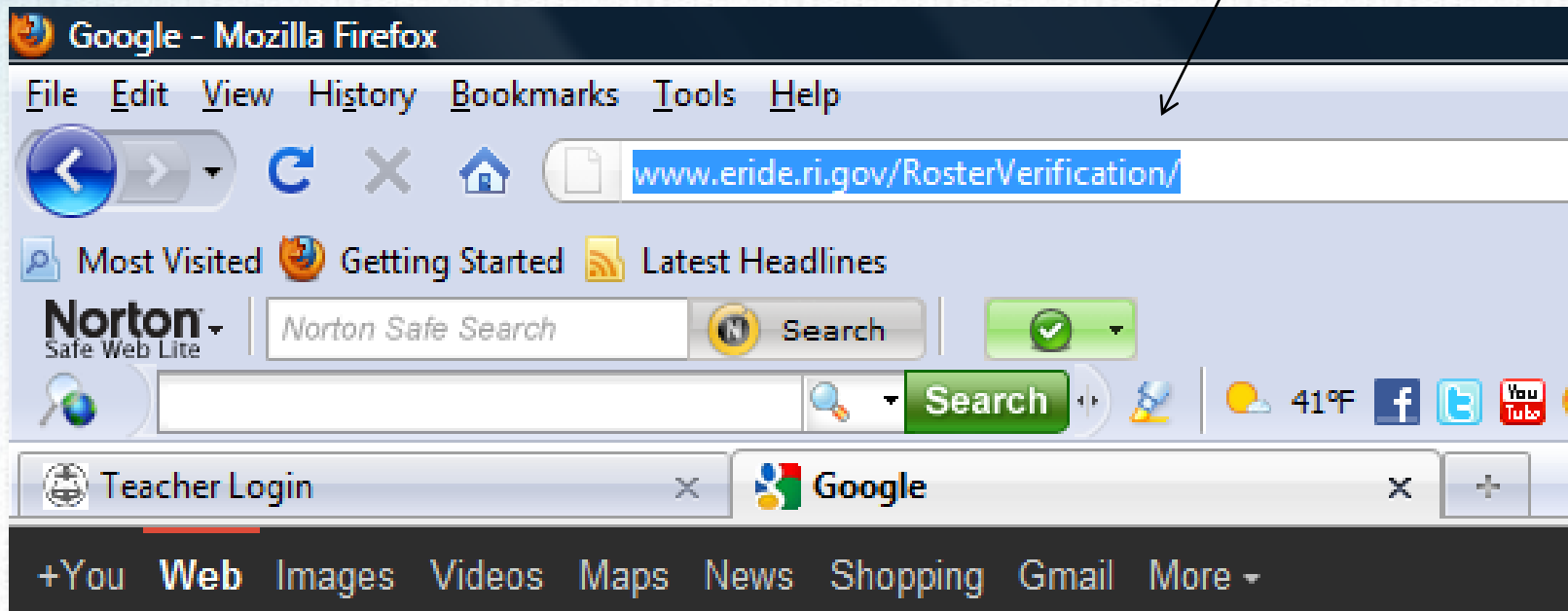
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Step 1: Open a web browser from your desktop
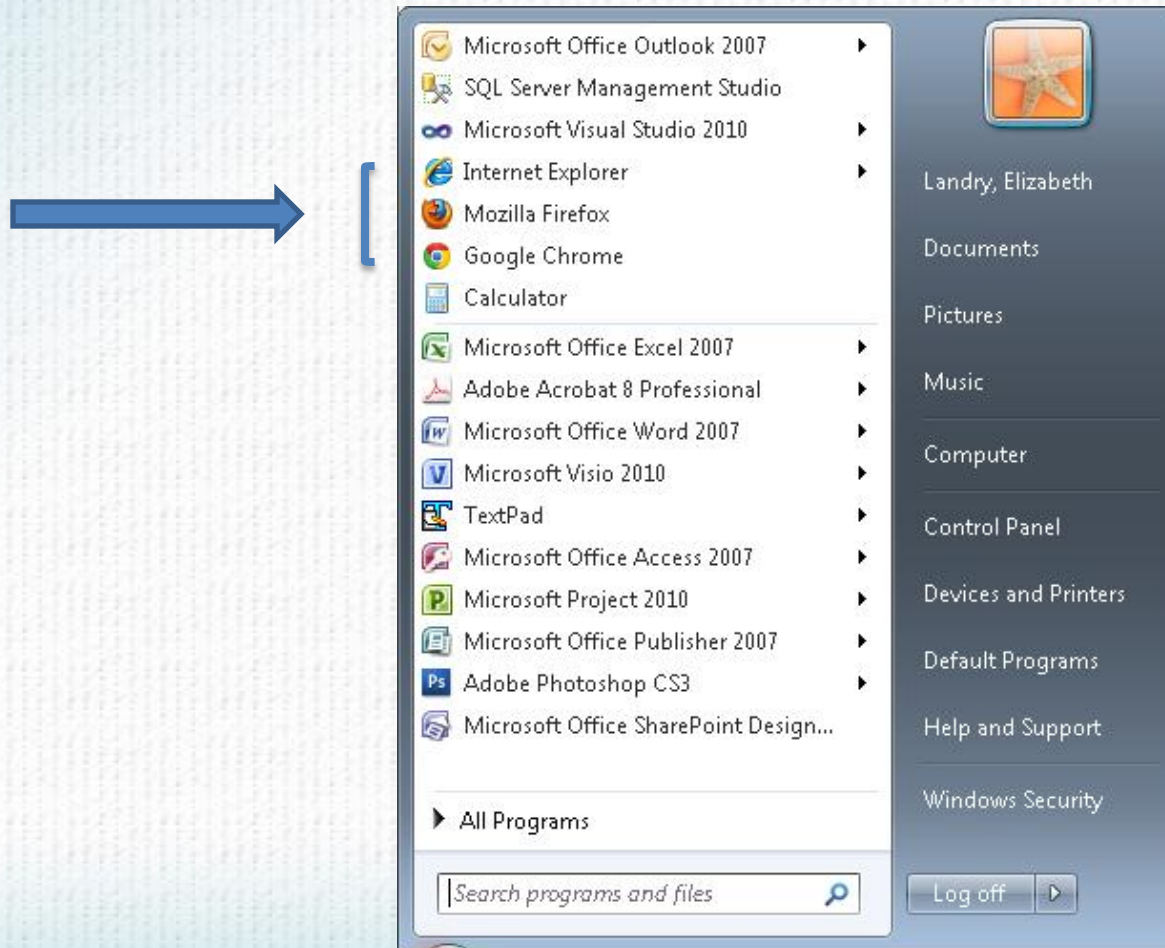
Step 2: Point your browser to the following website: www.eride.ri.gov/RosterVerification/

Type website address here

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Step 3: Enter your Teacher Certification ID, password, and click the Log-In button

Roster Verification Login

Please use your RI Certification issued user id and password to log in.

Certification ID:

Password:

Login

For ID and password help, please send an email which includes the last four digits of your SSN to rosterverification@ride.ri.gov or go to https://www.ricert.ride.ri.gov/RIDE/pwdHelp.do

To access other Rhode Island Department of Education systems, please use the following links:
eRide Portal - https://www.eride.ri.gov
Teacher Certification - https://www.ricert.ride.ri.gov/RIDE
Professional Development Vendor - https://www.ricert.ride.ri.gov/RIDE/PD

Type here:
-Your Teacher Certification ID
-Your Password

If you forget your Teacher Certification ID, click on this link or email rosterverification@ride.ri.gov with your name and the last 4 digits of your SSN.

Click "**Login**" Button when finished

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Your Student Roster Page

During the Roster Verification "Open Period" you will be able to log in to the system and verify your rosters.

Note: If you log-into the system before or after the "Open Period," you will see the following screen:

A note will appear telling you that the Roster Verification Period has ended or has not yet begun.

Section II Review

- Accessing the RV System online
- Logging into the RV System
- User ID and password recovery
- Roster Verification "Open" Period and "Closed" Period

Section III:
The Roster Verification Process

Roster Verification Process Overview

Step 1: • *Review Students in your TCS roster*

Step 2: • *Confirm that each student is currently enrolled in your class (as of May 18, 2012)*

Step 3: • *Confirm your status as "Contributing Educator" for each student's ELA and Math learning.*

Step 4: • *Confirm your status as "Teacher of Record" for each student.*

Step 5: • *Identify missing students and Add Students to Roster*

Step 6: *Review all edits and sign off on your entire Roster*

A Critical Reminder to Teachers about Timelines

- In order for your principals to complete their review and school-wide sign-off Teacher Rosters, they must be able to begin reviewing each teacher's completed rosters as soon as the Roster verification "open period" ends.

- Roster Verification involves more than just changing data shown to you in the RV Tool.
  - It may involve you consulting with alternate data sources (your Student Information System, your classroom attendance records, grade books), or
  - Working with your school's Registrar, Data Clerk, or Principal to confirm the accuracy of specific student records or Course-Section assignments.

It is imperative that you begin your Roster Verification process as early as possible to ensure that you can complete your review and sign-off on or before the end of the "open period."

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Roster Verification Process

Step 1:
- ***Review Students in your TCS roster***

Step 2:
- ***Confirm that each student is currently enrolled in your class (as of May 18, 2012)***

Step 3:
- ***Confirm your status as "Contributing Educator" for each student's ELA and Math learning.***

Step 4:
- ***Confirm your status as "Teacher of Record" for each student.***

Step 5:
- ***Identify missing students and Add Students to Roster***

Step 7:
- ***Review all edits and sign off on your entire Roster***

Understanding the data that appears on your Student Roster List

Each student will have a related Course ID, Course Title, Section ID, and Student ID

class as of

If you determine that

Each student will also have a set of "roster" related data which you will review to verify your final roster.

page where you can indicate specific changes.

based o... provided...

Course ID	Course Title	Section ID	Student ID	Last Name	First Name	Grade	Never In Class	Moved	ELA Contributor	Math Contributor	Teacher Of Record	Assigned On Oct 1	
EN05	ENGLISH 7	EN05-006	11111	White	Andrea	07	N	N	Y	N	Y	Y	Edit
EN05	ENGLISH 7	EN05-006	11112	Smith	John	07	N	N	Y	N	Y	Y	Edit
EN05	ENGLISH 7	EN05-006	11113	Miller	Michael	07	N	N	Y	N	Y	Y	Edit
EN05	ENGLISH 7	EN05-006	11114	Black	Sandra	07	N	N	Y	N	Y	Y	Edit
EN05	ENGLISH 7	EN05-006	11115	White	Jessica	07	N	N	Y	N	Y	Y	Edit
EN05	ENGLISH 7	EN05-006	11116	Brown	Mark	07	N	N	Y	N	Y	Y	Edit
EN05	ENGLISH 7	EN05-006	11117	Miller	Donald	07	N	N	Y	N	Y	Y	Edit
EN05	ENGLISH 7	EN05-006	11118	Black	Scott	07	N	N	Y	N	Y	Y	Edit
EN05	ENGLISH 7	EN05-006	11119	White	Edward	07	N	N	Y	N	Y	Y	Edit
EN05	ENGLISH 7	EN05-006	11120	Smith	Mike	07	N	N	Y	N	Y	Y	Edit
EN05	ENGLISH 7	EN05-006	11121	Miller	Ryan	07	N	N	Y	N	Y	Y	Edit

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What am I looking for during Roster Verification?

<u>Some Key Questions:</u>

1. *Does this list of students match my classroom rosters that I keep?*
   - *Which students don't belong?*
   - *Which students left before May 18?*
   - *Which students arrived after May 18?*
   - *Which students are missing?*
2. *Do I contribute to the Literacy or Math development of these students?*
3. *Am I the Teacher of Record?*

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EN05	ENGLISH 7	EN05-006	11118	Black	Scott	07	N	N	Y	N	Y	Y	Edit
EN05	ENGLISH 7	EN05-006	11119	White	Edward	07	N	N	Y	N	Y	Y	Edit
EN05	ENGLISH 7	EN05-006	11120	Smith	Mike	07	N	N	Y	N	Y	Y	Edit
EN05	ENGLISH 7	EN05-006	11121	Miller	Ryan	07	N	N	Y	N	Y	Y	Edit

Bridging the Data Quality Gap for TCS:

➢ TCS data is only as good as its source.

➢ You, the educator, are the best source to provide key information about the students that you teach.

➢ The decisions you make about the accuracy of your Roster Data will directly impact your ability to access the right information about your students.

➢ Final roster data that you and your principal verify will become the state's official system of record used for calculating student growth.

➢ TCS establishes which student's growth will inform a portion of each contributing educator's annual performance evaluation.

➢ TCS Data is Important to Educators!

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Key Data Quality Practice #1: Use additional sources of information

1. Iden... info... ...nts.

   – G...

   – C...

   – B...

   – Student Por...

Classroom Attendance This Week

| Room | | Teacher | |
| Period/Time | | Course | | Week of |

T = Tardy; U = Unexcused; E = Excused; P = Present

Student Name	MONDAY				TUESDAY				WEDNESDAY				THURSDAY				FRIDAY			
	T	U	E	P	T	U	E	P	T	U	E	P	T	U	E	P	T	U	E	P

| Ken Reed | 5 | | 7 | | 445 | 92% | 349 |
| **Total** | | 161 | | 482 | 87% | 459 |

2. Look for:

   – Evidence that you recorded grades (quiz, homework) for your student on certain dates,

   – Evidence that you recorded attendance or absence for a student

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Key Data Quality Practice #2: Compare data for consistency

1. Discuss potential questions/issues with other teachers who teach some or all of the same students in your class.

2. Compare your Contributing Educator and/or Teacher of Record status with other similar teachers to understand if you are interpreting your district's policy the same way

3. Look for inconsistencies across different teachers regarding student's May 18, 2012 status.

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Key Data Quality Practice #3: Conduct analysis of evidence to formulate decision

What forms of evidence do I have to inform my decision?

Which evidence is most reliable?

Is my evidence consistent with other teachers?

What is my decision?

Editing your Roster in the RV Tool

Click on the "Edit" button for any student whose roster data you determine needs to be modified.

Course ID	Course Title	Section ID	Student ID	Last Name	First Name	Grade	Never In Class	Moved	ELA Contributor	Math Contributor	Teacher Of Record	Assigned On Oct 1	
EN05	ENGLISH 7	EN05-006	11111	White	Andrea	07	N	N	Y	N	Y	Y	Edit
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EN05	ENGLISH 7	EN05-006	11120	Smith	Mike	07	N	N	Y	N	Y	Y	Edit
EN05	ENGLISH 7	EN05-006	11121	Miller	Ryan	07	N	N	Y	N	Y	Y	Edit

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Student Roster Edit Page

This page allows you to make edits to individual students on your TCS Roster.

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Information Services

Elizabeth Landry [11111]

Roster Verification

Roster Verification Home   LogOff

You can check or uncheck specific items on this list

You can view original TCS submission (from your school's SIS System)

Edit Student - ANDREA WHITE   [Cancel]

Course ID: EN05
Course Name: ENGLISH 7
Section ID: EN05-006

Teacher Submission
(values submitted by teacher)

TCS Submission
(values submitted by district)

Student Never In Class: ☐   NA
(Only check this option if the student was never assigned to this class.)

Student Moved From Class: ☐   NA
(Only check this option if the student was assigned to this class, but moved out of the class before February 1, 2012.)

ELA Contributing Educator: ☑   ☑
(Only check this box if you are an ELA Contributing educator for this class.)

Math Contributing Educator: ☐   ☐
(Only check this box if you are a Math Contributing Educator for this class.)

Teacher of Record: ☑   ☑
(Only check this box if you are identified as the Teacher of Record for this class.)

Assigned to Class on October 1:   ☑   NA
(Only check this box if this student was also assigned to this class on October 1, 2011.)

Comment: NA

You should type notes/comments to explain any changes you are making. This information will be useful for when your principal reviews and approves your changes.

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Summary of Possible TCS Roster Changes You Can Make

Type of Change
• Remove Student from your roster
• Change your status as "Contributing Educator" for a specific student
• Change your status as "Teacher of Record"
• Add a student to your roster

Roster Verification Process

Step 1:
- *Review Students in your TCS roster*

Step 2:
- ***Confirm that each student is currently enrolled in your class (as of May 18, 2012)***

Step 3:
- *Confirm your status as "Contributing Educator" for each student's ELA and Math learning.*

Step 4:
- *Confirm your status as "Teacher of Record" for each student.*

Step 5:
- *Identify missing students and Add Students to Roster*

Step 6:
- *Review all edits and sign off on your entire Roster*

Confirm that each student is currently assigned to your class (as of May 18, 2012)

If students appear on this roster list, it means that per your school's SIS system, these students are, as of May 18, 2012, assigned to your class.

The Columns Never in My Class and Moved will default to **"N"** to indicate that as of RIDE's records, all of these students are assigned to one or more of your classes.

Course ID	Course Title	Section ID	Student ID	Last Name	First Name	Grade	Never In Class	Moved	ELA Contributor	Math Contributor	Teacher Of Record	Assigned On Oct 1	
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EN05	ENGLISH 7	EN05-006	11115	White	Jessica	07	N	N	Y	N	Y	Y	Edit
EN05	ENGLISH 7	EN05-006	11116	Brown	Mark	07	N	N	Y	N	Y	Y	Edit
EN05	ENGLISH 7	EN05-006	11117	Miller	Donald	07	N	N	Y	N	Y	Y	Edit

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What if I believe information below to be incorrect?

Course ID	Course Title	Section ID	Student ID	Last Name	First Name	Grade	Never In Class	Moved	ELA Contributor	Math Contributor	Teacher Of Record	Assigned On Oct 1	
EN05	ENGLISH 7	EN05-006	11111	White	Andrea	07	N	N	Y	N	Y	Y	Edit
EN05	ENGLISH 7	EN05-006	11112	Smith	John	07	N	N	Y	N	Y	Y	Edit
EN05	ENGLISH 7	EN05-006	11113	Miller	Michael	07	N	N	Y	N	Y	Y	Edit
EN05	ENGLISH 7	EN05-006	11114	Black	Sandra	07	N	N	Y	N	Y	Y	Edit
EN05	ENGLISH 7	EN05-006	11115	White	Jessica	07	N	N	Y	N	Y	Y	Edit
EN05	ENGLISH 7	EN05-006		Brown	Mark				Y	N	Y	Y	Edit
EN05	ENGLISH 7			Miller	Donald				Y	N	Y	Y	Edit

Student has never been in my class

Student moved before May 18, 2012.

ACTION: Click on the Edit button to identify and document changes to your roster.

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Scenarios for Removing a Student From Your Roster:

Scenario #1: Student Andrea White, appears on your May 18, 2012 Roster, but you have confirmed that this student has never been in your class.

Scenario #2: Student Sandra Black, appears on your Roster. Sandra was once assigned to your class but moved prior to May 18, 2012.

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Making the Edits

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Information Services

Elizabeth Landry [11111]

Roster Verification

Roster Verification Home   LogOff

Edit Student - ANDREA WHITE   [Cancel]

Course ID: EN05
Course Name: ENGLISH 7
Section ID: EN05-006

	Teacher Submission *(values submitted by teacher)*	TCS Submission *(values submitted by district)*
Student Never In Class: *(Only check this option if the student was never assigned to this class.)*	☐	NA
Student Moved From Class: *(Only check this option if the student was assigned to this class, but moved out of the class before* May 18, 2012)	☐	NA
ELA Contributing Educator: *(Only check this box if you are an ELA Contributing educator for this class.)*	☑	☑
Math Contributing Educator: *(Only check this box if you are a Math Contributing Educator for this class.)*	☐	☐
Teacher of Record: *(Only check this box if you are identified as the Teacher of Record for this class.)*	☑	☑
Assigned to Class on October 1: *(Only check this box if this student was also assigned to this class on October 1, 2011.)*	☑	NA
Comment:		NA

SAVE   CANCEL

Contact: RI Department of Education, Office of Network and Information Systems, 255 Westminster Street, Providence, RI 02903-3400. Phone: 401-222-8400, Email: helpdesk@ride.ri.gov

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Scenario #1: Student is listed on my roster but has never been in my class

Click on the checkbox next to the statement, "Student Not In Class".

Edit Student - ANDREA WHITE

Course ID: EN05
Course Name: ENGLISH 7
Section ID: EN05-006

Teacher Submission
(values submitted by teacher)

Student Never In Class:

(Only check this option if the student was never assigned to this class.) ✓

Student Moved From Class:

(Only check this option if the student was assigned to this class, but moved out of the class before May 18, 2012)

Comment:

SAVE   CANCEL

Reminder:
Before leaving this page, always enter a brief comment to explain the reason for the change you have made on your roster.

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Scenario #2: Student is listed on my roster but is not in my class on May 18, 2012

Click on the checkbox next to the statement, "Student Moved from Class".

Edit Student - SANDRA BLACK

Course ID: EN05
Course Name: ENGLISH 7
Section ID: EN05-006

Teacher Submission
(values submitted by teacher)

Student Never In Class:

(Only check this option if the student was never assigned to this class.)

Student Moved From Class:

(Only check this option if the student was assigned to this class, but moved out of the class before May 18, 2012)

Reminder:
Before leaving this page, always enter a brief comment to explain the reason for the change you have made on your roster.

Comment:

SAVE   CANCEL

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Examples of Comments to justify removing student from roster.

"Checked SIS and talked to Data Coordinator to confirm that student was incorrectly assigned to my section"

"Verified through my classroom attendance logs and review of grade books that student moved from the district on March 30, 2012. Checked with other teachers and they confirmed that the student left their classes as well."

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Roster Verification Process

Step 1:
- Review Students in your TCS roster

Step 2:
- Confirm that each student is currently enrolled in your class (as of May 18, 2012)

Step 3:
- **Confirm your status as "Contributing Educator" for each student's ELA and Math learning.**

Step 4:
- Confirm your status as "Teacher of Record" for each student.

Step 5:
- Identify missing students and Add Students to Roster

Step 6:
- Review all edits and sign off on your entire Roster

Confirm your Contributing Educator status as it relates to the Literacy and Math learning for each student listed.

If there is a "Y" under either of these columns, this means that you have been identified as a Contributing Educator to this student's ELA and/or Math development.

If there is a "N", this means that you have not been identified as a Contributing Educator to this student's ELA and/or Math development.

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EN05	ENGLISH 7	EN05-006	11113	Miller	Michael	07	N	N	Y	N	Y	Y	Edit
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EN05	ENGLISH 7	EN05-006	11116	Brown	Mark	07	N	N	Y	N	Y	Y	Edit
EN05	ENGLISH 7	EN05-006	11117	Miller	Donald	07	N	N	Y	N	Y	Y	Edit

Instructions for Editing a record will be provided in the next section

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How do I know if I am a Contributing Educator?

- What is my district's policy on contributing educators?

- Based on this definition, am I a Contributing Educator to the ELA and/or Math development of my students?

Caution: Before changing your Contributing Educator status, make sure you have confirmed your district's policy on Contributing Educators with your principal to ensure that your changes are consistent with your district's policies.

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Scenarios for Changing the Contributing Educator status on your Roster:

Scenario #1: There is a "Y" under one or both columns (ELA and Math) indicating that you are identified as a contributing educator for this student's ELA and/or Math development, but you do not believe that you are a Contributing Educator.

Scenario #2: There is a "N" under one or both columns (ELA and Math) indicating that you are <u>not</u> identified as a contributing educator for this student's ELA and/or Math development, <u>but you believe that you are a Contributing</u> Educator.

> **You could have this student in your science class but you are being identified as a Contributing Educator to this student's Math development, and you believe this is not consistent with your district's policy**

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Step 3:

Making the Edits

Elizabeth Landry [11111]

Roster Verification

Roster Verification Home   LogOff

Edit Student - SANDRA BLACK   [Cancel]

Course ID: EN05
Course Name: ENGLISH 7
Section ID: EN05-006

	Teacher Submission (values submitted by teacher)	TCS Submission (values submitted by district)
Student Never In Class: (Only check this option if the student was never assigned to this class.)	☐	NA
Student Moved From Class: (Only check this option if the student was assigned to this class, but moved out of the class before February 1, 2012.)	☐	NA
ELA Contributing Educator: (Only check this box if you are an ELA Contributing educator for this class.)	☑	☑
Math Contributing Educator: (Only check this box if you are a Math Contributing Educator for this class.)	☐	☐
Teacher of Record: (Only check this box if you are identified as the Teacher of Record for this class.)	☑	☑
Assigned to Class on October 1: (Only check this box if this student was also assigned to this class on October 1, 2011.)	☑	NA

Rhode Island Department of Elementary and Secondary Education

Scenario #1: I am listed as this student's Contributing Educator but believe I should not be

Click checkbox to remove the checkmark next to "Math Contributing Educator"

Math Contributing Educator: ☑

(Only check this box if you are a Math Contributing Educator for this class.)

Comment:

SAVE   CANCEL

Reminder:
Before leaving this page, always enter a brief comment to explain the reason for the change you have made on your roster.

Rhode Island Department of Elementary and Secondary Education

Examples of Comments to justify changing your status as Contributing Educator

"I am a 7th grade social studies teacher. Per my district's policy, I am not a contributing educator to ELA learning. Checked with other social studies teachers to confirm."

"I am a 6th grade Special Education Teacher and per my district's policy, I should be a contributing educator for all students on my IEP caseload receiving reading intervention."

Rhode Island Department of Elementary and Secondary Education

Scenario #2: I am NOT listed as this student's Contributing Educator but believe I should be

Click checkbox to add the checkmark next to "Math Contributing Educator"

Math Contributing Educator:
(Only check this box if you are a Math Contributing Educator for this class.)

☑

Comment:

SAVE   CANCEL

Reminder:
Before leaving this page, always enter a brief comment to explain the reason for the change you have made on your roster.

Rhode Island Department of Elementary and Secondary Education

Roster Verification Process

Step 1:
- Review Students in your TCS roster

Step 2:
- Confirm that each student is currently enrolled in your class (as of May 18, 2012)

Step 3:
- Confirm your status as "Contributing Educator" for each student's ELA and Math learning.

Step 4:
- **Confirm your status as "Teacher of Record" for each student.**

Step 5:
- Identify missing students and Add Students to Roster

Step 6:
- Review all edits and sign off on your entire Roster

Confirm your Teacher of Record status for each student listed.

If there is a "Y" under this column, this means that you have been identified as a the Teacher of Record for this student.

If there is a "N", this means that you have not been identified as the Teacher of Record for this student.

Course ID	Course Title	Section ID	Student ID	Last Name	First Name	Grade	Never In Class	Moved	ELA Contributor	Math Contributor	Teacher Of Record	Assigned On Oct 1	
EN05	ENGLISH 7	EN05-006	11111	White	Andrea	07	N	N	Y	N	Y	Y	Edit
EN05	ENGLISH 7	EN05-006	11112	Smith	John	07	N	N	Y	N	Y	Y	Edit
EN05	ENGLISH 7	EN05-006	11113	Miller	Michael	07	N	N	Y	N	Y	Y	Edit
EN05	ENGLISH 7	EN05-006	11114	Black	Sandra	07	N	N	Y	N	Y	Y	Edit
EN05	ENGLISH 7	EN05-006	11115	White	Jessica	07	N	N	Y	N	Y	Y	Edit
EN05	ENGLISH 7	EN05-006	11116	Brown	Mark	07	N	N	Y	N	Y	Y	Edit
EN05	ENGLISH 7	EN05-006	11117	Miller	Donald	07	N	N	Y	N	Y	Y	Edit

How do I know if I am a Teacher of Record?

- What is my district's policy on who is assigned as Teacher of Record?

- Based on this definition, am I a Teacher of Record for any or all of my students?

Caution: Before changing your Teacher of Record status, make sure you have checked with your principal regarding who is considered a Teacher of Record to ensure that your changes are consistent with your district or school's policies.

Rhode Island Department of Elementary and Secondary Education

Scenarios for Changing the Teacher of Record status on your Roster:

Scenario #1: There is a "Y" under the Teacher of Record column indicating that you are identified as a teacher of record for this student. Even if the student was taught by you, you do not believe that you are the Teacher of Record.

Scenario #2: There is a "N" under the column indicating that you are <u>not</u> identified as a Teacher of Record for this student, but you believe that you are the Teacher of Record.

Rhode Island Department of Elementary and Secondary Education

Scenario #1: I am listed as this student's Teacher of Record but believe I should not be

Click checkbox to remove the checkmark next to "Teacher of Record"

Teacher of Record: ☑

(Only check this box if you are identified as the Teacher of Record for this class.)

Comment:

SAVE   CANCEL

Reminder:
Before leaving this page, always enter a brief comment to explain the reason for the change you have made on your roster.

Rhode Island Department of Elementary and Secondary Education

Scenario #2: I am NOT listed as this student's Teacher of Record but believe I should be
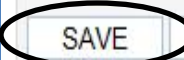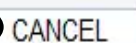
Click checkbox to add the checkmark next to "Teacher of Record"

Teacher of Record: ☑

(Only check this box if you are identified as the Teacher of Record for this class.)

Comment:

SAVE   CANCEL

Reminder:
Before leaving this page, always enter a brief comment to explain the reason for the change you have made on your roster.

Rhode Island Department of Elementary and Secondary Education

Examples of Comments to justify changing your status as Teacher of Record

"I am a 7th grade ELA co-teacher. Per my district's policy, I am not the ELA teacher of record. I have confirmed that Mr. Jay Brown should be the Teacher of Record for this class."

"I am a 6th grade ELA Teacher and per my district's policy, I should be a the teacher of record for all students in my classroom."

Rhode Island Department of Elementary and Secondary Education

Roster Verification Process

Step 1:
- *Review Students in your TCS roster*

Step 2:
- *Confirm that each student is currently enrolled in your class (as of May 18, 2012)*

Step 3:
- *Confirm your status as "Contributing Educator" for each student's ELA and Math learning.*

Step 4:
- *Confirm your status as "Teacher of Record" for each student.*

Step 5:
- ***Identify missing students and Add Students to Roster***

Step 6:
- *Review all edits and sign off on your entire Roster*

Add any Missing Students to your Roster

Roster Verification

Roster Verification Home   LogOff

Sign-Off

Once you have verified your rosters and made the appropriate updates, please click on the Sign-Off button.

Sign-Off

Educator Roster Verification for February 2012 Submission   [Add Student to Roster]

School District:	All Districts
School:	All Schools
Course ID:	All CourseIDs
Course Name:	All Course Names
Section ID:	All SectionIDs
Grade:	All Grades
Sort Roster By:	

Review all students on your roster and identify if any students are missing from this list.

Click "Add Students to Roster"

Three (3) of my English7 students are missing from this list!

Course ID	Course Title	Section ID	Student ID	Last Name	First Name	Grade	Never In Class	Moved	ELA Contributor	Math Contributor	Teacher Of Record	Assigned On Oct 1	
EN05	ENGLISH 7	EN05-006	11111	White	Andrea	07	N	N	Y	N	Y	Y	Edit
EN05	ENGLISH 7	EN05-006	11112	Smith	John	07	N	N	Y	N	Y	Y	Edit
EN05	ENGLISH 7	EN05-006	11113	Miller	Michael	07	N	N	Y	N	Y	Y	Edit
EN05	ENGLISH 7	EN05-006	11114	Black	Sandra	07	N	N	Y	N	Y	Y	Edit

Rhode Island Department of Elementary and Secondary Education

How to Add Missing Students to your Roster

Roster Verification

Roster Verification Home

Add Student

District:	--- Select ---
School:	--- Select ---
Grade:	
Student ID:	
Course ID:	--- Select ---
Course Title:	
Section Id:	

ELA Contributing Educator: ☐
(Only check this box if you are an ELA Contributing Educator for this class.)

Math Contributing Educator: ☐
(Only check this box if you are a Math Contributing Educator for this class.)

Teacher of Record: ☐
(Only check this box if you are identified as the Teacher of Record for this class.)

Check the boxes which apply to you for this student

Rhode Island Department of Elementary and Secondary Education

What if the Student ID, Course ID, Course Title are not listed in the Dropdown?

Roster Verification

Roster Verification Home

Add Student

District:	--- Select ---
School:	--- Select ---
Grade:	
Student ID:	
Course ID:	--- Select ---
Course Title:	
Section Id:	

ELA Contributing Educator: ☐
(Only check this box if you are an ELA Contributing Educator for this class.)

Math Contributing Educator: ☐
(Only check this box if you are a Math Contributing Educator for this class.)

Teacher of Record: ☐
(Only check this box if you are identified as the Teacher of Record for this class.)

Rhode Island Department of Elementary and Secondary Education

Roster Verification Process

Step 1:
- *Review Students in your TCS roster*

Step 2:
- *Confirm that each student is currently enrolled in your class (as of May 18, 2012)*

Step 3:
- *Confirm your status as "Contributing Educator" for each student's ELA and Math learning.*

Step 4:
- *Confirm your status as "Teacher of Record" for each student.*

Step 5:
- *Identify missing students and Add Students to Roster*

Step 6:
Review all edits and sign off on your entire Roster

Rhode Island Department of Elementary and Secondary Education

Step 6:

Review and Sign-Off on Final Roster

Pink highlight indicates that you have modified these students' roster data.

Rhode Island Department of Elementary and Secondary Education

Sign-Off on Your Roster

Roster Verification

Roster Verification Home   LogOff

Sign-Off

Once you have verified your rosters and made the appropriate updates, please click on the Sign-Off button.

[Sign-Off]

Educator Roster Verification for February 2012 Submission   [Add Student to Roster]

School District:	All Districts ▾
School:	All Schools ▾
Course ID:	All CourseIDs ▾
Course Name:	
Section ID:	
Grade:	
Sort Roster By:	

Reminder: You must complete sign-off on your roster by the deadline.

☐ Show Only Edited Records

[Show Roster]

Course ID	Course Title	Section ID	Student ID	Last Name	First Name	Grade	Never In Class	Moved	ELA Contributor	Math Contributor	Teacher Of Record	Assigned On Oct 1	
EN05	ENGLISH 7	EN05-006	11111	White	Andrea	07	N	N	Y	N	Y	Y	Edit
EN05	ENGLISH 7	EN05-006	11112	Smith	John	07	N	N	Y	N	Y	Y	Edit
EN05	ENGLISH 7	EN05-006	11113	Miller	Michael	07	N	N	Y	N	Y	Y	Edit
EN05	ENGLISH 7	EN05-006	11114	Black	Sandra	07	N	N	Y	N	Y	Y	Edit

Rhode Island Department of Elementary and Secondary Education

Option to Remove Sign-Off

What if I made a mistake or accidentally signed-off before I was finished?
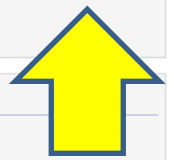
Roster Verification

Roster Verification Home

Sign-Off

Remove Sign-Off

You signed-off on your rosters on 1/18/2012 5:14:40 PM.

NOTE: In order to edit your rosters further, you must click the 'Remove Sign-Off' link located in the upper right.

Educator Roster Verification for February 2012 Submission

School District:	All Districts
School:	All Schools
Course ID:	All CourseIDs
Course Name:	All Course Names
Section ID:	All SectionIDs
Grade:	All Grades
Sort Roster By:	

☐ Show Only Edited Records

Show Roster

Rhode Island Department of Elementary and Secondary Education

Section III Review

Step 1:
- *Review Students in your TCS roster*

Step 2:
- *Confirm that each student is currently enrolled in your class (as of May 18, 2012)*

Step 3:
- *Confirm your status as "Contributing Educator" for each student's ELA and Math learning.*

Step 4:
- *Confirm your status as "Teacher of Record" for each student.*

Step 5:
- *Identify missing students and Add Students to Roster*

Step 6:
Review all edits and sign-off on your entire Roster

Important Data Quality Practices

Review other sources of reliable data that you have

Cross-check with other educators for accuracy and consistency

Analyze findings and make decisions based on evidence you have put together

What do I do if I need help with Roster Verification?

- Consult your principal

- Email RIDE for assistance:

  rosterverification@ride.ri.gov

  – Be sure to include your full name, school, district, and phone number in the email so that we can properly assist you.

Rhode Island Department of Elementary and Secondary Education

What are the Key Dates and Milestones?

1. Principal Review of Teachers and Sections	*(Tuesday, May 22 – Thursday, May 24, 2012)*
↓	
2. Teacher Roster Verification and Sign-Off	*(Tuesday, May 29 – Tuesday, June 5, 2012)*
↓	
3. Principal School-Wide Roster Sign-Off	*(Wednesday, June 6 – Friday, June 22, 2012)*

Rhode Island Department of Elementary and Secondary Education